



**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION
AGENCY REFERRAL**



CITY OF INDUSTRY

16005 E. Central Avenue

La Puente, CA 91744

Telephone: (626) 961-9611

Office Hours: 8:00 a.m. – 4:30 p.m.

Plan Checker Hours: 8:00 a.m. – 10:30 a.m. Appointments are recommended

Prepared By	HNM	OM Initial	Date

Applicant's Signature _____

Plans for (Grading/ Structure) at _____ (Address) _____ (Locality)

Plan Check No. _____ as submitted on _____

Land Use Zone _____ Property Occupancy _____ Type of Construction _____

Description of proposed work: _____

SAMPLE

THIS NOTICE IS TO INFORM YOU THAT APPROVAL FROM THE AGENCIES MARKED BELOW, IN ADDITION TO BUILDING PLAN CHECK APPROVAL, MUST BE OBTAINED PRIOR TO PERMIT ISSUANCE. You may need to submit the pertinent plans, plan check number, calculations, reports, etc., directly to these agencies. To assist you, we have listed below the information which you will need to contact these agencies. *Follow-up is your responsibility.* Please be aware that some items resulting from these agency plan reviews may affect your building plan check. These should be communicated to your Building Plan Check Engineer as soon as possible to prevent unnecessary delays. Submit all agency approvals 48 hours prior to permit issuance. Notify the Plan Check Engineer when all agency approvals have submitted and request review.

ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER

CITY OF INDUSTRY

COUNTY AGENCIES

CITY OF INDUSTRY PLANNING OFFICE

15625 E. Stafford St., Industry, CA 91744
(626) 333-2211

Contact the City Of Industry, City Planning office for zoning, grading and / or other related requirements. An approval letter signed by the City Engineer will be required prior to permit issuance.

CITY OF INDUSTRY DEPARTMENT OF PUBLIC WORKS

15651 E. Stafford St., Industry, CA 91744
(626) 333-2211

- GRADING AND DRAINAGE
 - Grading Plan Check
 - "Rough Grade" approval is required prior to issuance of building permit
 - Drainage Plan Check (NPDES COMPLIANCE)
 - Drainage approval is required
- INDUSTRIAL WASTE

Plan approval is required for most commercial and industrial buildings.
- PUBLIC RIGHT-OF-WAY PERMITS

Permits are required for road excavations and encroachments within City roads and flood control easements.
- TRAFFIC CONDITIONS

Clearance is required for traffic requirements.

PUENTE HILLS MALL APPROVAL

1600 S. Azusa Ave. Suite 248A, Industry, CA 91748
(626) 912-8777 Ext. 6824

DEPARTMENT OF PUBLIC WORKS

AVIATION DIVISION

1000 S. Fremont Ave., Bldg. A9 East, 1st Fl., Alhambra, CA 91803
(626) 300-4600 Mon-Thurs 7:00 a.m. - 5:45 p.m.

BUILDING AND SAFETY DIVISION

Headquarters M-Th 6:45 - 5:30 (626) 458-3173
900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
Approval for the following sections is required as noted below:

- ELECTRICAL SECTION

900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3180
Approval is required for:

 - Energy Plan Check
 - Electrical Code Check
 - Emergency Egress Illumination (O.L. ≥ 100)
- MECHANICAL SECTION

900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3182
Approval is required for:

 - Energy Plan Check
 - Mechanical Code Check
 - Plumbing Code Check
 - Roof Drainage
- Research Section

900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3173
(Alternate Materials, Methods, SMRF...)

GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION

GEOLOGY/SOILS SECTIONS - Plan approval is required for site stability and geologic hazard. Review by this Section is for the structure only.

(626) 458-4925 M-Th 6:30-5:15 pm

Upload documents to:

<https://dpw.lacounty.gov/apps/esubmissions/gme/default.aspx>

OTHER COUNTY DEPARTMENTS

DEPT OF PUBLIC HEALTH – Environmental Health Division

5050 Commerce Way, Baldwin Park, CA 91706
(626) 430-5380
Approval is required for:

- Private Sewage Disposal Systems
- WATER SOURCE APPROVAL LETTER
Proof of an "Environmental Health Dept. Approved Water Source" is required for areas without public water system.
- Food Service Establishments
- Public Swimming Pool- Recreational Health
- X-Ray Machine Installation
Radiation Management
3530 Wilshire Blvd., 9th Fl, Los Angeles, CA 90010
Mon – Fri 8:00 a.m. – 4:30 p.m.
(213) 351-7897

FIRE PREVENTION BUREAU - Plan approval is required

5825 E. Rickenbacher Rd., Commerce, CA 90040-3027
(323) 890-4125

- FIRE STATION DEVELOPER FEE is required
- Building release is required.
- "HAZMAT" form must be submitted to and approved by the Fire Department for non-residential occupancies if hazardous materials are being handled. Obtain form from Building and Safety and submit to:

Fire Prevention Bureau
Hazardous Materials Section
5825 E. Rickenbacher Rd., Commerce, CA 90040-3027
(323) 890-4000

FIRE SPRINKLER SYSTEMS

15660 Stafford St., Industry, CA 91744
(626) 961-2305

- OTHER APPROVALS (Sprinkers<20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)

15660 Stafford St., Industry, CA 91744
(626) 961-2305

COUNTY SANITATION DISTRICT

Payment of sewer connection is required
1955 Workman Mill Road, Whittier, CA 90691
(562) 699-7411

STATE AGENCIES

CALTRANS

Permits are required for outdoor signs, excavation, encroachment (including driveway aprons) and improvements (including grading or structures that affect drainage) on State Highways:
100 S. Main St. 2nd Fl.
Los Angeles, CA 90012
(213) 897-3631

**STATE DEPT. OF INDUSTRIAL RELATIONS - CAL/OSHA
DIVISION OF OCCUPATIONAL SAFETY & HEALTH**

Permit is required for excavation of trenches which are 5 ft. or more deep into which a person is required to descend or for the construction or demolition of any structure 4 or more stories. Brick-lined seepage pits may require permit.

1906 W. Garvey Ave S., Ste 200
West Covina, CA 91790
(626) 472-0046 M-Th 8:00-5:00 pm

**STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL
AND GAS**

Obtain clearance for the requirements of abandonment of oil wells.

5816 Corporate Ave., Ste. 200
Cypress, CA 90630-4731
(714) 816-6847

OTHER AGENCIES

SCHOOL DISTRICT

Development fee must be paid to the District for residential and commercial construction. A "Certificate of Payment of Developer Fee" must be submitted to Building and Safety prior to obtaining a building permit.

- Obtain "Certification Form" from B&S District Office.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)

Applicants for non-residential buildings must fill out "Air Quality Permit Checklist" furnished by Building & Safety. If "Yes" is marked, a written release will be required before occupancy is allowed. Notification form required for demolition and alteration permits where ASBESTOS is involved.

21865 E. Copley Dr., Diamond Bar, CA 91765-4182
(909) 396-2000, (800) 288-7664

LOCAL WATER COMPANY – provide a copy of the Fire Flow Availability letter (Form 195) completed by the water company serving the site.

OTHER
